

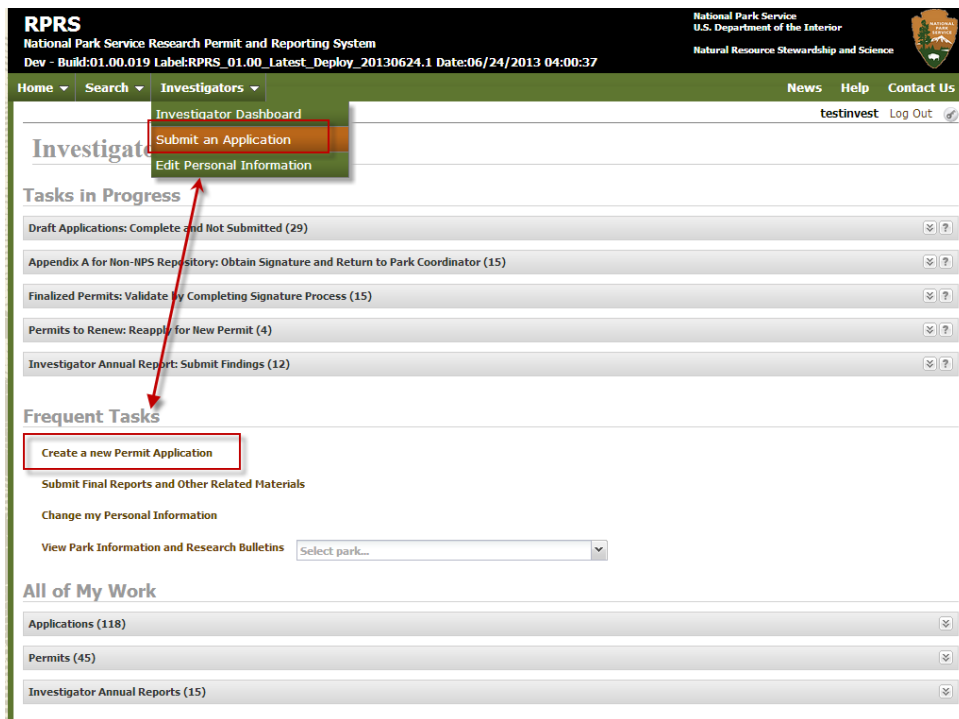
Title: Apply for a Research Permit

Summary: Summarizes the process of applying for a research permit within a National Park

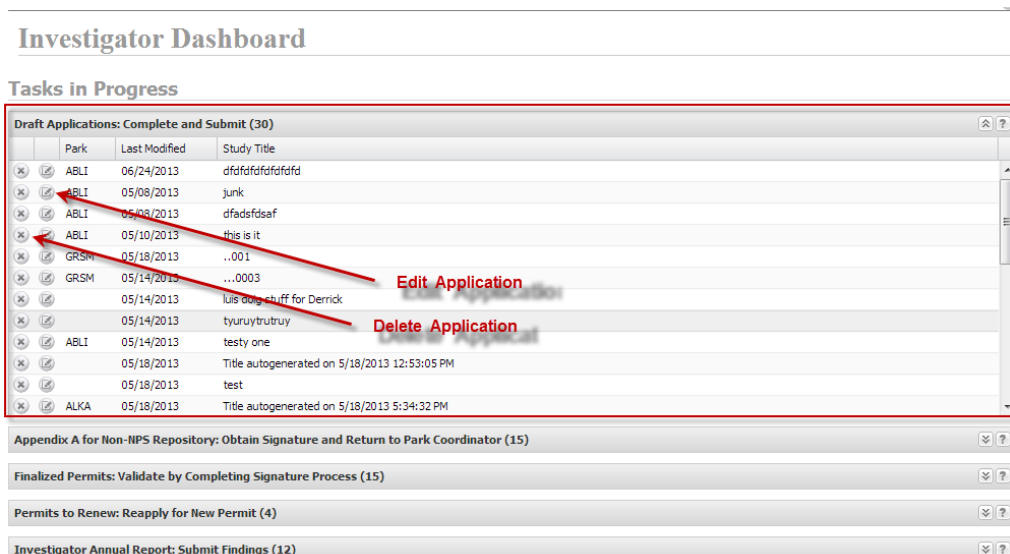
Prerequisite: You must be logged on as an Investigator

Step 1. Select Option to Create a New Research Application

From the Investigator Dashboard, you can select either link to begin the application process.



Of course, if you already have an application in process (i.e., Draft), you can continue the application process under the Draft Applications panel:



Step 2. Read the General Requirements and Select Continue

This first step gives you a heads-up of some of the information that is required or optional.

Requirements to Submit an Application

The following information will be asked for to successfully complete the application process. For more information, see the help page

- Project title (Required)
- Purpose of Study (Required)
- Study start and end dates (Required)
- Identification of any federal funding agencies
- Location of activity in the park
- Method of access
- Names of co-applicants
- If you are collecting specimens, contact information of repositories
- A copy of the study proposal
- A copy of all peer reviews

Continue Application Process

Step 3. Complete Required and Option Fields Across All Forms

There are six tabs containing fields where you can enter information. Once completed, the last tab verifies information is complete and submits your application when you are ready.

Create Research Permit Application

* Required fields

1. Description 2. Location 3. Dates 4. Team Info 5. Data 6. Documents 7. Submit

* Study Title ⓘ
Max. 300 chars

Create a study title that identifies your proposed research. Keep in mind that it should reflect the study objectives over the full course of your research. Ideally, this title should remain the same throughout the life of the study.

Purpose of study ⓘ
Max. 4000 chars

Required.
Max. 300 chars.

Summary of proposed field methods and activities ⓘ
Max. 2000 char.

* Activity Type ⓘ

☒ Research
☐ Education
☐ Inventory
☐ Monitoring
☐ Other

* Do you anticipate receiving funding assistance from the U.S. Federal Government for this study? ⓘ

☒ No
☐ Yes

Previous Next

Save and Continue Save and Close

Please note the following:

- Clicking on a question mark will give you a more detailed field description. If you still need more help, please refer to the [Technical Document \[LINK\]](#)
- You can optionally complete the tabs and fields in any order.
- Required fields will have an asterisk* next to them.
- You will be unable to submit your application unless required fields have been completed. However, you can save your application as 'Draft' even if required fields are not completed.

Step 4. Complete Application and Submit

Once you are ready to submit your Application, select the Submit tab. RPRS will validate whether all required fields have been completed and will indicate which tabs need review.

The screenshot shows the 'Create Research Permit Application' interface. At the top, there is a progress bar with seven tabs: 1. Description, 2. Location, 3. Dates, 4. Team, 5. Data, 6. Documents, and 7. Submit. The '1. Description' tab is highlighted with a red box. Below the progress bar, a red arrow points to the text 'Missing Required Information'. To the right, a red message states: 'Some required information is missing! You are not quite done yet. There are some errors that need to be corrected. Please review your form and try again. You can always save your work as draft now and submit it later.' At the bottom, there are two buttons: 'Save As Draft' and 'Submit'.

Once all required fields are completed, you will have the option to submit your application. Of course, you can still refine your application even after required fields are completed. Once the application is submitted, however, you will not be able to make further edits.

The screenshot shows a confirmation screen with the text: 'Ready to submit your application. You can always save your work as draft now and submit it later.' At the bottom, there are two buttons: 'Save As Draft' and 'Submit'. The 'Submit' button is highlighted with a red box.

Step 5. Confirm Submission of Application

Be sure you see the screen indicating the application was successfully submitted. You should see that your application has been given a unique ID. If your study is multi-park in scope, you can now use this application as a template for another permit application. Note however, that acceptance of an application by one park has no bearing on the decision by another.

Application Submitted Successfully

- Your application has been submitted successfully and you will receive an email shortly to confirm this request.
- The application will be reviewed by a Research Coordinator at William Howard Taft National Historic Site.
- You may use the following links to save and/or print your application for your own personal records:
[Printable PDF of application number 70788](#)
- If you would like to submit your research study application to another park the information you entered for application number 70788 will automatically be carried over to the new application forms:

[Use as Template](#)

[Return to Dashboard](#)

[Park Contact Information](#)

Recommended Modules to Read Next

[Obtain and Appendix A Signature](#)

[Use An Existing Application as a Template for Another](#)

[Sign a Permit](#)